

Don't forget about other
resources available through

Employee Self-Service:

• Benefits Information

Enrollment Overview
External Organizations as Beneficiaries
Family Members/Dependents
Life Insurance Beneficiaries
Open Enrollment (when applicable)

• Payment Information

Salary Statement
Tax Withholding
W2 Reprint Request

• Employee Search

• Personal Information

Addresses
Bank Information for Direct Deposit
Emergency Contacts
Personal Data

• Working Time

Leave Balance Overview
Leave Balance View

Tutorials are available for some of these features at:
<https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>



Personnel Cabinet
501 High Street, 3rd Floor
Frankfort, KY 40601

<https://personnel.ky.gov>
<https://khris.ky.gov>

Electronic Salary Statement:

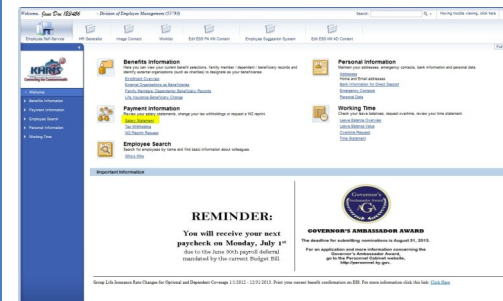
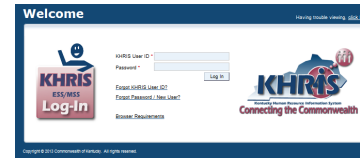
Your Guide to Accessing and Understanding the Electronic Salary Statement



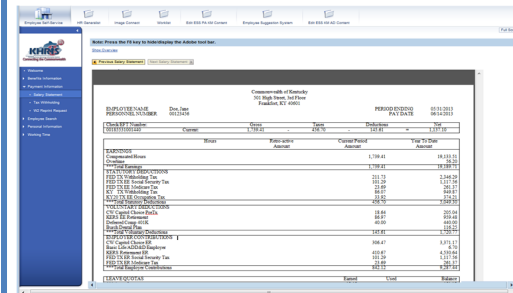
<https://khris.ky.gov>

How to Access Your Electronic Salary Statement

- 1) In your Internet browser, enter <https://khris.ky.gov/>.
- 2) Log on to **KHRIS Employee Self-Service** using your KHRIS User ID* and Password.
- 3) Select **Salary Statement** from the menu under **Payment Information** in the center or to the left of your screen.



Your current statement will appear!



- 4) All of your statements since April 2011 are available. There is no need to print copies as they can be accessed at any** time.

Simply use the buttons below to scroll back and forth through statements or click the overview link to see a list.

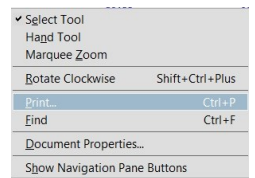
[Show Overview](#)

[Previous Salary Statement](#) [Next Salary Statement](#)

- 5) If you'd like to print them - here's how:

Print a Copy

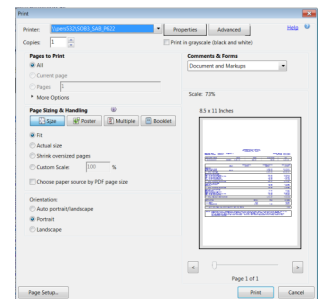
Place your cursor on the document and click the mouse button to the right (right-click). The following screen will appear:



Select Print and another screen will appear.

Select the printer and then click Print again.

Simply Log Off when you're finished.



*Your KHRIS User ID consists of three letters and four numbers. If you forget your ID or your password (or need to set-up your initial password as a first time/New User – go to <https://khris.ky.gov/> and click the link that best describes the assistance you need and simply follow the instructions.

** Except when KHRIS is down for a scheduled outage. Those dates and times can be found at <https://hr.personnel.ky.gov/Pages/SystemSupport.aspx>.

Use the numbers labeled on this sample of a paper checkstub (Salary Statement) to determine where the same information is found on the electronic version-sample shown below.

| | | |
|------------------------------|----------------------|----|
| NAME: Jane Doe | EMPID: ABC0012 | 1 |
| CHECK/EFT NO: 00185531001440 | PAY DATE: 06/14/2013 | 2 |
| PERIOD ENDING: 5/31/2013 | | 3 |
| EARNINGS | Current YTD | 4 |
| Compensation 1,739.41 | 19,133.51 | 5 |
| Overtime 56.20 | 56.20 | 6 |
| GROSS PAY | 1,739.41 19,133.51 | 7 |
| STATUTORY DEDUCTIONS | | 8 |
| FICA 124.98 | 1,378.93 | 9 |
| Federal Tax 211.73 | 2,346.29 | 10 |
| State Tax 86.07 | 949.87 | 11 |
| Local Tax 33.92 | 374.21 | 12 |
| EMPLOYER CONTRIBUTIONS | | 13 |
| FICA 124.98 | 1,378.93 | 14 |
| Life .00 | 6.70 | 15 |
| Insurance 306.47 | 3,371.17 | 16 |
| Retirement 410.67 | 4,530.64 | 17 |
| NET PAY | 1,137.10 | 18 |

A Breakdown of Your Salary Statement :

Provides information to identify employee and payment:

1

Employee Name, Employee ID (on old version) / Personnel Number (on new version), pay period covered, the date the check was issued and the check number.

Provides payment summary: 2 & 3

Begins with gross pay amount for this pay period and shows amounts subtracted for taxes and deductions resulting in net payment.

---Breakdown shown below---

Commonwealth of Kentucky
501 High Street, 3rd Floor
Frankfort, KY 40601

| | | | | | | | | |
|---|--|---------------------|-----------------------|---------------------|-----------|--------|---|----------|
| EMPLOYEE NAME | Doe, Jane | PERIOD ENDING | 05/31/2013 | | | | | |
| PERSONNEL NUMBER | 00123456 | PAY DATE | 06/14/2013 | | | | | |
| Check/EFT Number: | | Gross | Taxes | Deductions | Net | | | |
| 00185531001440 | Current: | 1,739.41 | - | 456.70 | - | 145.61 | = | 1,137.10 |
| | Hours | Retro-active Amount | Current Period Amount | Year To Date Amount | | | | |
| EARNINGS | | | | | | | | |
| Compensated Hours | | | | 1,739.41 | 19,133.51 | | | |
| Overtime | | | | | 56.20 | | | |
| ***Total Earnings | | | | 1,739.41 | 19,189.71 | | | |
| STATUTORY DEDUCTIONS | | | | | | | | |
| FED TX Withholding Tax | | | | 211.73 | 2,346.29 | | | |
| FED TX EE Social Security Tax | | | | 101.29 | 1,117.56 | | | |
| FED TX EE Medicare Tax | | | | 23.69 | 261.37 | | | |
| KY TX Withholding Tax | | | | 86.07 | 949.87 | | | |
| KY20 TX EE Occupation Tax | | | | 33.92 | 374.21 | | | |
| ***Total Statutory Deductions | | | | 456.70 | 5,049.30 | | | |
| EMPLOYEE DEDUCTIONS | | | | | | | | |
| CW Capitol Choice PreTx | | | | 18.64 | 205.04 | | | |
| KERS EE Retirement | | | | 86.97 | 959.48 | | | |
| Deferred Comp 401K | | | | 40.00 | 440.00 | | | |
| Burch Dental Plan | | | | | 116.25 | | | |
| ***Total Employee Deductions | | | | 145.61 | 1,720.77 | | | |
| EMPLOYER CONTRIBUTIONS | | | | | | | | |
| CW Capitol Choice ER | | | | 306.47 | 3,371.17 | | | |
| Basic Life/ADD&D Employer | | | | | 6.70 | | | |
| KERS Retirement ER | | | | 410.67 | 4,530.64 | | | |
| FED TX ER Social Security Tax | | | | 101.29 | 1,117.56 | | | |
| FED TX ER Medicare Tax | | | | 23.69 | 261.37 | | | |
| ***Total Employer Contributions | | | | 842.12 | 9,287.44 | | | |
| LEAVE QUOTAS | | Earned | Used | Balance | | | | |
| *** Annual | | 13.13 | | 461.15 | | | | |
| *** Sick | | 7.50 | | 508.32 | | | | |
| *** Compensatory | | 1.00 | 3.75 | 201.52 | | | | |
| *** Split Work Week 6ADL Hours Held For Next Pay Period | | | | | 0.25 | | | |
| NOTICE: | Beginning in 2012, remuneration statement and check dates for each June 1-15 pay period may differ due to the Budget Bill enacted by the General Assembly, which requires that each year, pay that would otherwise fall on June 30 th shall not be released until the first business day of July, although payroll processing is completed according to the usual schedule. This will not affect employees in the County Clerk's and Sheriff's offices. | | | | | | | |

Employer Contributions: 7

Lists payments that are made by the employer towards the employee's benefit package, including insurance and retirement. Provides current and YTD amounts.

Leave Quotas: 8

Lists types of leave with the amounts earned and used during the pay period. Also provides an ending balance.

Split Work Week: New!

When additional compensatory time is earned but carried to the next pay period for processing it appears here.

Earnings: 4

Lists the source of an employee's pay, such as whether the pay is for regular/compensated hours, overtime hours, or even a Block 50 payment. Provides current and YTD amounts.

Taxes: 5

Lists the individual taxes deducted as required by federal and state law. Provides current and YTD amounts.

Deductions: 6

Lists the individual employee-specific deductions. Provides current and YTD amounts.

Contact your HR office if you need additional assistance.